

Request for Proposal (RFP)

RFP Number	001625
Date Issued	August 1, 2022
Closing Date	August 18, 2022; 2:00pm local time
Procurement Officer	Sean Burke; swburke@pittstate.edu ; 620-235-4167
Item	Pest Control Services
Agency & Location	Pittsburg State University (PSU) in Pittsburg Kansas
Scope	Pittsburg State University is seeking proposals for pest control services for specified campus areas.
Period of Contract	Contract award through June 30, 2023 (with four (4) optional one (1) year periods)
Bid Submittal	Submit bid by e-mail to swburke@pittstate.edu

1. When communicating, always refer to the Request for Proposal number above.
2. In order to receive consideration for award, one copy of this “Request for Proposal,” a properly completed and signed, must be returned to Pittsburg State University no later than the specified closing time. The University is not responsible for late bids.
3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Prompt payment discounts will not be considered in determining the low bid.
5. Prices quoted shall be less Federal Excise and State Sales taxes.
6. The PSU Director of Purchasing reserves the right to accept or reject any part of this proposal.
7. Bid results will not be given to individuals over the phone. Written bid results may be obtained by written request from the procurement officer.
8. Contractual Provisions Attachment DA-146a applies to all bids.
9. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act Against Discrimination, K.S.A. 44-1030 et. Seq.
10. PSU reserves the right to award in the best interest of the university.

Vendor Name	
Monthly Service Price (All Buildings)	

This Contract shall cover the procurement of pest control services for Pittsburg State University as outlined below during the contract period referenced above.

I. SCOPE

These specifications cover and include the furnishing of all labor, materials, equipment, certifications of and amount of financial responsibility, permits and fees necessary to accomplish the pest control services herein specified. This applies to designated buildings aforementioned and includes all tunnels, basements, and other places adjacent to the structure and on institutional grounds where infestation might be found.

1. Insects to be controlled shall include: cockroaches, silverfish, spiders, flies, sow bugs, pantry pests and ants other than carpenter and pharaoh ants.
2. Rodent control shall include the effective control of rats and mice in all buildings under this contract and perimeter control of rodents adjacent to buildings.
3. Control of termites and other wood destroying pests not listed above shall not be included in this contract. The contractor shall report the presence and location of infestations of any other pests not otherwise included in this contract, when identified. Control of bed bugs must be demonstrated and priced separately but shall not be included in this contract.
4. PEST MANAGEMENT PLAN: The pest control service plan shall be submitted as part of the bid. The cost of implementing and maintaining the pest management plan shall be included with the bid. The pest management plan should integrate preventive and corrective measures and identify "sensitive areas". The plan should be implemented at the lowest cost with minimum risk to man, property or the environment by utilization of inspection, identification, recommendation for control, treatment, and review and evaluation of the pest problem.
5. The plan should initially focus on identification of pests, location and severity of infestations. Next, procedures shall be employed to reduce pest populations to low levels using "clean out" procedures. Then, the focus of the plan shall include prevention and management of infestations. The plan shall include cultural, mechanical, physical and chemical means of control when and where practical. Factors which limit the potential for the pest to survive and reproduce should be employed. This may involve the use of pesticides, but the emphasis of the service is to be directed towards sanitation and exclusion. If necessary, a separate bid (or subcontractor's bid submitted) may also be made for mechanical alterations such as

- caulking, sealing, screening and installation of preventative devices such as light traps, air screens and mist dispensers and the monitoring and servicing thereof that may be necessary or desirable to help achieve control. However, the agency reserves the right to perform the recommended mechanical alterations itself. The plan should include provisions for maintaining a pest monitoring program.
6. The servicing company shall submit a complete and detailed preliminary report within seven days of receipt of the award of contract. This report shall be based on a sanitation inspection of designated structures performed by a certified applicator and a designated employee of the facility. This report shall cover existing sanitary conditions affecting insect and rodent control, identify "sensitive areas", and shall include recommendations for steps to be taken by the contractor and by the facility management to maintain a high level of insect and rodent control within all buildings and grounds covered by the contract. Such inspection and recommendations should cover factors that are conducive to pest populations such as: harborage areas, heat, darkness, moisture, food and water, means of entry, and other evidence of the presence of pests such as droppings, shed skins, etc.
 7. The contractor will enter, for the purpose of inspection, monitoring and providing control (as necessary), all of the designated buildings and areas of the facility at least once a month. (See **Attachment A**) Residence Halls will also require an additional room-by-room treatment each summer. The treatment schedule for the residence halls shall be determined by PSU. The contractor shall make additional control procedures or treatment as deemed necessary to any PSU facility. Such service shall be rendered promptly, (within 12 hours after advice of need of service in sensitive areas (including all residence halls), otherwise within 24 hours), when requested by the facility. The contractor will on each visit to the facility, contact the designated institutional or agency representative as determined by the institution or agency head.
 8. Services can be performed during or after regular working hours.
 9. The contractor shall record and report actions of service provided on a monthly basis. These reports shall cover existing conditions affecting insect and rodent populations and their control, progress of treatment and recommendations for maintaining insect and rodent control. The report shall be written after each monthly service has been rendered and shall also contain all of the information required by the Kansas Pesticide Law as a record for pesticide application.

Copies of the reports to be mailed to: One copy to the Division of Plant Health, Kansas Department of Agriculture, 901 S. Kansas Ave., Topeka, Kansas 66612-1281 and other copies to be presented to PSU each month with invoice for service.

10. MISCELLANEOUS RESPONSIBILITIES: Security provisions of the facility are observed and maintained.

11. AVAILABILITY: The contractor must provide the facility representative(s) a list of regular established office hours and telephone numbers of the contractor. Furthermore, contractor must provide a listing of emergency phone numbers so that a representative of the contractor can be available 24 hours per day as needed to handle emergencies and/or to receive messages for facility needs.

Further, facility requires a full list of employees under employment and working at the contract site with a continual listing as employee turnover and rehiring occurs. These will be required for internal security access.

II. MATERIALS

1. Materials used shall conform to all federal and PSU laws and regulations and shall be acceptable to the facility management. Approval of materials will not be unreasonably withheld.

2. Insecticides and rodenticides shall be used with all due precautions to prevent the possibility of accidents or exposure of humans, domestic animals, pets, property and any unintended environmental consequences.

3. Only pesticides registered by the Environmental Protection Agency and the Kansas Department of Agriculture shall be used and only in accordance with all directions and precautionary Statements that appear on the products' labeling. Copies of the pesticide label and material safety data sheets must be provided to the designated representative of the facility. Pesticide products applied must clearly be labelled for use in the sites where they are used. Whenever possible, especially in sensitive areas, low human toxicity pesticides such as insect growth regulators or baits shall be used. Any Restricted Use Pesticides used are to be applied only by certified applicators.

III. FINANCIAL RESPONSIBILITY AND LICENSING

1. The contractor shall have insurance coverage for any damages to PSU and private property that may occur as a result of pest control activities. Coverage must be continuous over the course of the contract period. The amount of coverage must be not less than \$25,000 for bodily injury liability for each occurrence and \$100,000 property damage liability for each occurrence. This coverage shall be in addition to any bond, escrow account, or letter of credit used for licensing purposes. This requirement may be modified to suit the special needs of the facility, but in no event shall be less than provided for in the Kansas Pesticide Law.
2. Licensure: Contractor shall be licensed to do pest control work in Kansas and maintain all necessary certifications for the entire contract period. If the contractor fails to maintain a Kansas pesticide business license for any reason, the contract is subject to immediate cancellation.

IV. INSTITUTIONAL COOPERATION

1. The facility shall extend all necessary cooperation to insure effective results from the pest control plan. Whenever conditions conducive to pest breeding, harborage, and entry into the facility are noted by the contractor in his report, the facility shall take steps necessary to correct such conditions. The contractor shall be relieved of any responsibility regarding control of pests in the specified locations or conditions until recommended corrections are made. The monthly report shall include the actions or inaction of others to help mitigate the pest problem.

Attachment A

All locations listed in this attachment must be entered monthly for inspection, monitoring, and providing control (as necessary).

Academic Buildings

Axe Library
Baseball/Softball House
Bicknell Family Center for the Arts
Block 22
Carney Smith Stadium
Crossland Family House
Family and Consumer Science Building
Grubbs Hall
Hartman Hall
Heckert-Wells Building
Horace Mann Hall, Student Welcoming Center
Hughes Hall
Kansas Technology Center
Kelce Center
KS Polymer Research Center
Landscape Building 1
Landscape Building 2
McCray Hall
McPherson Nurse Education Building
National Guard Armory

Physical Plant Building
Porter Hall
Robert W. Plaster Center
Russ Hall
Shirk Annex
Shirk Hall
Student Recreation Center
Student Health Center
Timmons Chapel
University Research Farm
Weede Hall
Whitesitt Hall
Yates Hall

Residence Halls

Block 22
Bowen Hall
Crimson Village Apartments
Crimson Commons Apartments
Dellinger Hall
Nation Hall
Tanner Annex
Tanner Hall
Trout Hall
Willard Hall

General Provisions/Signature

Tax Clearance Certification: Bid submittals of \$25,000 or more shall include a copy of a Tax Clearance Certification. Tax Clearances may be obtained from the Kansas Dept. of Revenue (KDOR):

<http://www.ksrevenue.org/taxclearance.html>

W9 Form: Vendors who are new to PSU should submit a copy of their W-9 with bid response. The form can be downloaded at www.irs.gov/pub/irs-pdf/fw9.pdf

DA-146a Contractual Provisions: The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment which is incorporated into all contracts with the State <http://www.da.ks.gov/purch/DA-146a.pdf>

NEW MATERIALS, SUPPLIES, OR EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, and unused in any regard. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

COMPARABLE PRODUCTS: Bids on comparable products are invited. Indicate appropriate items, brands, model numbers, and specifications. Minor deviations in size and operational characteristics from those set forth in the specification will be considered when such deviations do not alter nor deter Pittsburg State University from accomplishing its intended usage or function. **Each bidder must clearly indicate in writing where (if any) their product characteristics deviate from these specifications and explain how their product accomplishes the desired function even though product characteristics may be different.**

ACCEPTANCE OR REJECTION: PSU reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; and unless otherwise specified, to accept any item in the bid.

PAYMENT: Payment will be made upon receipt of shipment by PSU.

FREIGHT COST INFORMATION: FOB Destination, Freight Prepaid, and Allowed.

The undersigned certifies that he does not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

- Legal Name of Person, Firm or Corporation:
- Payment Terms:
- Telephone Number:
- E-mail Address:

- **Signature:** _____
- **Date:** _____

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to

comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.